

State of Alabama  
Office of the Secretary of State  
Uniform Commercial Code Division  
(334) 242-5231  
Fax (334) 353-8269

Mailing Address

Post Office Box 5616  
Montgomery, Alabama 36103-5616

Physical Address

11 S. Union St. Ste. 200  
Montgomery, AL 36104

## On File Credit Card Set Up Slip

**Contact Person:** \_\_\_\_\_

**Card Type..:** \_\_\_\_\_ (Visa, Mastercard, Discover, & American Express)

**Card Number:** \_\_\_\_\_

**Exp Mo/Yr:** \_\_\_\_ / \_\_\_\_

**Card Holder:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City/St/Zip:** \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_

**Name of Business/Individual you would like the card to be filed under:**

\_\_\_\_\_

**Name of any outside Agent you would like to give authorization to in order for them to use this card (optional):**

\_\_\_\_\_

**Signature of Card Holder:** X \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**\*\*Each transaction will incur a 3% convenience fee.\*\***